



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.6	Subject: PRIORITY INCIDENT REPORTING AND ACTING DIRECTOR SYSTEM	
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 5 , and Attachment	
Section 1: General Administration	Effective Date: June 1, 1998	
Signature: /s/ Mike Ferriter, Director	Revised: 12/14/11	

I. POLICY

The Department of Corrections strives to ensure that all facility-related incidents that jeopardize or have the potential to jeopardize staff, offenders, visitors, the security of the facility, or the safety of the community at large, are reported in a timely manner to the Montana State Prison Command Post. The Department also provides a central office acting director system to ensure that key administrators are available for consultation during non-working hours.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Acting Director – A central office administrator assigned by the Department director to be available for Priority I incident notifications.

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

City Watch Automated Reporting System (City Watch) – An automated computer alert system with a set of standards and protocols used by Department of Corrections to report incidents that occur within applicable divisions, facilities and programs.

Central Office – The Helena-based administrative office of the Department of Corrections.

Director's Designee – The person appointed by the Department director to act on the director's behalf.

Investigations Bureau – The bureau that oversees investigations for the Department.

MSP Command Post – The location at Montana State Prison to which all Department divisions, facilities, and programs report Priority I incidents.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. For the purposes of this policy, the term “escape” applies to the following locations:
 - a. Cascade County Regional Prison;
 - b. Connections Corrections, Butte;

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- c. Connections Corrections, Warm Springs;
 - d. Crossroads Correctional Center;
 - e. Dawson County Regional Prison;
 - f. Elkhorn Treatment Center;
 - g. Missoula Assessment and Sanction Center;
 - h. Montana State Prison;
 - i. Montana Women's Prison;
 - j. Nexus Treatment Center;
 - k. Passages Alcohol and Drug Treatment Center;
 - l. Passages Assessment, Sanction, and Revocation Center;
 - m. Pine Hills Youth Correctional Facility;
 - n. Riverside Youth Corrections Facility;
 - o. START;
 - p. Treasure State Correctional Training Center;
 - q. WATCH East; and
 - r. WATCH West.
2. All Priority I incidents taking place within a division, facility, or program will be reported immediately to the **MSP Command Post** at the following number: **406-846-6059**, the MSP Command Post will enter the report into the City Watch Automated Reporting System (City Watch).
 3. Priority I incidents apply to all Department divisions, facilities, and programs, unless otherwise designated. They require notification by MSP Command Post via City Watch, according to the following method of communication to the designated Department positions:
 - a. the following Priority I incidents require notification by phone and email:
 - 1) escape, or serious escape attempts;
 - 2) offender death;
 - 3) death of a staff member while on-duty, an on-site volunteer, or visitor;
 - 4) actual hostage action;
 - 5) offender disturbance;
 - 6) any on-site violent act committed by an employee, on-site volunteer, or visitor that may result in criminal charges;
 - 7) assaults involving staff and/or offender weapon use that require emergency room or hospital treatment;
 - 8) confirmed sexual assault by staff or offender;
 - 9) extensive property damage resulting from fire, man-made or natural disaster, public or offender action;
 - 10) power outages that exceed an hour and/or have the potential to jeopardize the safety and security of the facility or program;
 - 11) sabotage resulting in major property damage or prolonged disruption of operations such as suspected arson, cut power or telephone lines, or inoperative heating, cooling, or ventilation plant;
 - 12) any occurrence the administrator believes may result in an unusual level of public attention;
 - 13) medically advised reported or suspected illness from highly contagious diseases;

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- and
- 14) labor strike or job action.
 - b. the following Priority I incidents require notification by email within eight (8) hours:
 - 1) abscondence from any of the following:
 - i. prerelease centers;
 - ii. youth transition centers, if the absconder is registered as a sexual and/or violent offender; and
 - iii. intensive supervision.
 - 2) attempted hostage action;
 - 3) discharge of a firearm by any Department employee in the line of duty (except for discharges that occur for training purposes); and
 - 4) attempted suicide of a staff member on-duty or offender.
 4. Incidents that do not meet the above listed criteria are categorized as Priority II and are reported through the established facility/program internal chain-of-command process. A designated authority within the chain of command will analyze the incident and may reclassify the incident as a Priority I at which time the designated authority will notify MSP Command Post immediately.

B. Designated Positions

1. The following Department positions are designated as immediate points of contact for all incidents listed under Section IV.A.3. reported through procedures established within the City Watch automated system; the following contact list will be reviewed and updated as needed with the Powell County Sheriff's Office through the established liaison officer(s):

a. Department of Corrections Director	cell phone and e-mail
b. Governor's Director of Communications	cell phone and e-mail
c. Corrections Director of Communications	cell phone and e-mail
d. Investigations Bureau Chief	cell phone and e-mail
e. Montana Correctional Enterprises Administrator	cell phone and e-mail
f. Montana State Prison Warden	cell phone and e-mail
g. "Acting Directors" DOC	email only
h. Adult Deputy Compact Administrator	email only
i. Deputy Warden, Security, Montana Women's Prison	email only
j. Emergency Planning & Preparedness Manager	email only
k. DOC MATIC representative	email only
l. MSP Contract Beds Bureau Chief	email only
m. ACCD Facilities Programs Bureau Chief	email only
n. Youth Services Division Administrator	email only

C. Reporting Requirements

1. Each facility or program will establish a method to document and track Priority I and II incidents according to the following:
 - a. utilize the standard [Incident Report](#) form for all incidents;
 - b. establish a permanent log indicating the nature of the incident; and
 - c. maintain the original incident report in a secure central filing system.

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2. It is the responsibility of the supervisor on-duty to notify the appropriate administrator or designated duty officer and the MSP Command Post of all Priority I incidents.
3. Initial written reports for all Priority I incidents will be faxed to the **MSP Command Post** at **406-846-2953** and **Investigations Bureau** at **406-846-2951** within one hour of verbally reporting the incident to the MSP Command Post. The reporting supervisor is responsible for reviewing all reports for accuracy, completeness, and clarity before signing and will return insufficient reports to the reporting employee with correction instructions and guidance.
4. Once the reporting supervisor has signed the reports, he or she distribute the copies according to established procedure.
5. In the event of a City Watch failure, the MSP Command Post will notify the Department director or acting director. The Department director or acting director will notify Department administrators, designated elected officials, and other positions identified within this policy.
6. If the MSP Command Post should become unable to send Priority I reports through the system, the Montana Women's Prison Command Post will assume this duty until the MSP Command Post attains operational status.

D. City Watch

1. The Department Emergency Planning and Preparedness Manager and the MSP Security Major are the liaison officers for the City Watch system.
2. Designated notification recipients are responsible for ensuring their contact information and preferences are current.

E. Acting Director System

1. The Department director will appoint a central office administrator as the "acting director" on a monthly rotating basis to be available during his absence for consultation and notification in times of crisis and during unusual management situations. In the event the designated acting director is absent, other exempt staff in the central office will be assigned.
2. The Director's Office will provide an updated roster of designees to the MSP Command Post, senior management team members, and selected central office personnel semiannually.
3. The acting director will notify central office administrators and staff who may be instrumental in operations of the emergency operations center (EOC) which may be located at the central office or other designated locations.
4. In case of major emergencies, the acting director, at the request of the facility or program incident commander, has the authority to mobilize any Department resources.
5. Administrators have the authority to make on-site emergency assignments and decisions independent of the acting director system.

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F. Local Facility or Program Duty Officer

1. The administrator may identify staff to serve as a facility or program duty officer. The duties and responsibilities of the duty officer will be established at the local level in accordance with [DOC Policy 3.2.1](#), and [3.2.1\(A\) RD, Emergency Operations Plan](#).

V. CLOSING

Questions concerning this policy should be directed to the DOC Emergency Planning and Preparedness Manager.

VI. REFERENCES

- A. [2-15-112, MCA](#); [53-1-203, MCA](#)
- B. *DOC Policies* [1.3.14, Prison Rape Elimination Act \(PREA\)](#); [3.2.1](#), and [3.2.1\(A\) RD, Emergency Operations Plan \(EOP\)](#)
- C. *Memorandum of Understanding between Powell County Sheriff's Office and Montana Department of Corrections*

VII. ATTACHMENTS

[Incident Report PDF](#)